Guidelines for authors

The *Jurídicas* journal is an open access scientific publication without *APC* (*Article Processing Charge*) that circulates every six months. It is attached to the Faculty of Legal and Social Sciences and it is supported in the editorial process by the Research and Graduate Studies Vice rector's Office at Universidad de Caldas. Articles can be submitted in Spanish, English, Portuguese and French.

The *Jurídicas* journal a result of the effort of the professors and students of the University of Caldas and the invited academics, is oriented to the publication of unpublished essays and of high scientific quality that correspond, fundamentally, to results or advances of research projects, Articles Reflection, translations and bibliographical reviews related to the development of legal science and the state of the art in the legal and socio-legal fields. It aims to contribute to the consolidation of a permanent intellectual production that disseminates legal knowledge in the areas of regional, national and international.

The journal is published in print and digital (PDF) format. It is available in the website of Universidad de Caldas http://vip.ucaldas.edu.co/juridicas/ and on the OJS portal https://revistasojs.ucaldas.edu.co/index.php/juridicas

Types of articles

Scientific and technological research articles: articles resulting from original research or processes documented in the thematic areas addressed by the Journal are included. The structure of the article is as follows: introduction, reference or theoretical and conceptual framework, methodology, results, discussion, conclusions and references including at least 25 bibliographic sources.

Reflection Articles: These articles present results of concluded research from an analytical, interpretative or critical perspective of the author on any of the objects of study of the Journal. The results must be exhaustive in terms of the analysis and

presentation of the arguments that support their conclusions. These articles include introduction, discussion, conclusions and references, in addition to being supported by original sources. At least 30 bibliographic sources must be included.

Review articles: this type of article is characterized by presenting a careful bibliographic review that, on average, includes 50 references duly cited in the body of the text. Authors must argue, support or dispute the information contained in the review. They will also make a critical contribution on the strengths, weaknesses and research possibilities of the proposed topic. The writing must indicate the period that the work comprises and be exhaustive in relation to the stated objective which must be precise and included at the beginning of the article. The number of works considered as well as the databases and sources consulted must be reported. These articles include introduction, discussion, conclusions and references.

Under consideration of the Editorial Committee, other type of writings can be published including letters to the editor, interviews, reviews, reproduction of translations of other works or articles previously published in other academic media or scientific journals (for this purpose, the sources, origin of the original text and the respective permissions for publication must be clearly indicated).

Selection, evaluation and publication process

- *Stage 1. Review of compliance with requirements.* Each of the manuscripts and documents received is subjected to a review process that begins with the verification of compliance with the **Guidelines for authors** contained in the OJS portal of the Journal and discriminated in the **checklist for sending manuscripts**. If the manuscript and the documentation do not meet all the required criteria, it will be rejected.

- *Stage 2. Editorial Committee Selection:* If the application observes the compliance with the requirements stage, it will go to the study and selection of

manuscripts that is in charge of the Editor/Editorial Committee which accepts or rejects it according to the scientific quality, the methodological scope, the concordance with the themes of the journal, the novelty of the work and the temporal validity of the results. In addition, the Editor/Editorial Committee may reject or request modifications and make the recommendations that are deemed necessary to adjust the document to the guidelines of the journal.

- **Stage 3. Originality review and external evaluation:** *Upon completion of the previous stage,* the Journal make use of a plagiarism detection tool that shows a percentage of coincidences with other digital documents. This originality analysis is performed on the manuscript before being sent to the peer review process.

  After this review, the article will be subjected to a **double-blind evaluation** (anonymity of both authors and evaluators) by two external academic peers (national or international) who, in the evaluation format established by the journal (see manuscript evaluation format), will give recommendations and a concept that can be:

  - *Approved without changes*.
  - *Approved subject to minor changes and does not require a new evaluation.*
  - *Approved subject to major changes and requires new evaluation.*
  - *Rejected, it is not publishable in the Journal.*

  In case of controversies between the concepts of the peer evaluators, these will be initially resolved by the Editor/Editorial Committee or, if necessary, a third evaluation by another academic peer will be requested.

- **Stage 4. Adjustment tracking process.** The result of the evaluation will be informed to the corresponding author of the manuscript through the OJS in order to make the corrections or adjustments requested by the peer reviewers.

The author(s) must make the changes in the document, highlight them ==and/or fill out the **adjustment tracking format**== within the time established by the Journal. Then this version of the manuscript must be sent by the OJS along with the ==adjustment tracking format==. The Journal will verify compliance with the suggestions of the peer reviewers and will analyze the justification for those suggestions that have not been taken into account. Once this stage is approved, the article will continue the editorial process. If necessary, in the event of a dispute between the Editor/Editorial Committee and the author, the manuscript will be sent to the author again for him to make any necessary adjustments if his intention of publishing persists.

- *Stage 5. Editorial process and publication*: Once the previous stage has been approved, the Journal will send the article to the *copy-editing* process. If any problem is found in the document, it will be returned to the corresponding author for adjustments (changes in the content are not accepted, only the requested adjustments are accepted). Then the article is laid out and a PDF is sent to the corresponding author for review (for correction only of typographical or editing errors; other types of changes are not accepted) for which only the time stipulated by the Journal counts. After this, adjustments are carried out to finish with the *publication*.

Note: The time of the review and evaluation process of the submitted manuscript may take four months in average. In addition, the reception of the article does not imply the immediate approval and publication. The average publication time of an article is twelve months.

STEPS FOR THE SUBMISSION OF MANUSCRIPTS

The following steps must be followed to submit a manuscript:

1. To read the **Authors guidelines** and **the ethical policies** of the Journal.
2. Fill out and sign the **authors declaration of commitment format**.
3. Fill out the **CV/resume format** for each of the authors of the manuscript.
4. Fill out the **checklist format to send manuscripts.**
5. The corresponding author must **Register** or **enter** the *Open Journal System* (OJS) of the Journal and send the mandatory documentation.
6. Documentation to be uploaded in the OJS platform:

   6.1.   *Mandatory:*

   o **Manuscript:** revised version approved by all authors.

   o **Authors declaration Format:** completed and signed by each one of the authors in a single document.

   o **CV-Resume of each author:** each document filled out individually and with all the required fields duly completed (the number of documents is equal to the number of authors).
   o **Checklist for sending manuscripts:** completely filled out, approved by all authors and signed by the corresponding author.
   6.2 *Optional:*
   o **Annexes** (graphics, images, authorizations, among others).

Submission of a manuscript formalities

1. **Format:** manuscripts must be submitted in editable text format (.doc, .docx, .rtf), *Arial* or *Times New Roman* 12-point font, 1.5 line spacing and 2.54 cm margins on all sides. The file size must not be larger than 2 MB.
2. **Length:** The manuscripts may have a minimum of 4000 and a maximum of 8000 words (including tables, charts, graphs, maps and images, and bibliographic references).
3. **Presentation of texts and times:** The manuscripts must be written in impersonal language (third person). Suggested verb tenses for manuscripts are: Abstract (past tense); Introduction (present tense); Materials and methods (past tense); Results (past

tense); Discussion (present tense); Conclusions (past tense). The Journal promotes the use of inclusive and non-sexist language.

4. **Structure of the manuscripts:**

   4.1 First page (manuscript presentation page). The initial page of the manuscript should include the following information:

   - **Title:** (in two languages) should clearly orient the topic discussed, should not contain abbreviations and capital letters will only be used in the initial letter or in the initial of a proper name.
   - **Author(s):** The full name of each author and their surnames must appear under the title (separated with a hyphen) and under each author write: their maximum schooling degree level, institutional affiliation, the city (State), the country of affiliation, the institutional e-mail address, link to the ORCID profile and link to the Google Scholar profile. Authors must obtain and send the ORCID and Google Scholar profiles without exception.

   Notes:

   o The *Policy of authorship* should be read in the Ethical Policies. Any person who appears as an author must comply with the 4 authorship criteria. In case of having several authors, they must coincide in the order expressed in the **Checklist for manuscript submission** (where also the contributions of each author must be stated).

   o The number of authors of the manuscript must not exceed the maximum established in the *Authorship policy*. When this number is exceeded, a document must be added stating the reasons for the excess and it must be signed by all the authors. In addition, it is clarified that the same author will not publish more than one article per issue or more than once a year and a half in the Journal.

   o For Colombian or foreign authors with ties to a Colombian educational institution, it is essential that they have their CvLAC updated (this aspect is part of the guidelines of the Publindex-Colombia National Index).

   4.2 Second page and subsequent pages (body of manuscript)

   The body of the manuscript should not have evidence of the identities of the authors to maintain anonymity when submitted for evaluation.

- **Abstract:** (in two languages) it must have between 200 and 350 words and it must be *analytical*, that is, the main objectives of the research, the scope, the methodology used, the main results and conclusions will be made explicit. In general terms, clarity, coherence, synthesis, and veracity of data are recommended and citations should not be included. If the original manuscript is written in another language (other than English and Spanish), the abstract must be in the three languages, (the original language, Spanish and English).

- **Keywords:** (in two languages) the article must have between 4 and 8 keywords that allow identifying the main topics addressed. It is recommended to use words taken from Thesauri (For example: UNESCO: http://vocabularies.unesco.org/browser/thesaurus/es/). If the original manuscript is written in another language (other than English and Spanish), keywords must be in the three languages (the original language, Spanish and English).

- **Introduction:** Indicates the justification and the objectives of the research including a summary of the theoretical framework but results and conclusions are not included.

- **Method:** it must clearly and exactly expose aspects such as the problem researched, the approach addressed, fields of study and instruments used to consolidate the findings.

- **Results, findings or discussions:** according to the nature of the postulated article either of these three options can be applied in which the relevant aspects the research reached are informed or the theoretical perspectives involved in the question are exposed, in the case of an article that is oriented to the discussion of a case or a topic.

- **Conclusions:** the contributions to knowledge reported through the article are collected in this section. The achievements obtained through the study must be explicitly mentioned. In the case of a reflection article, the topics that were debated in the body of the article must be closed in this section. Formally it is requested that literal bibliographic references are not included.

- **Tables, charts, graphics, maps and images:** must be numbered consecutively using Arabic numbers. They must be referenced within the text and must be included within the document **(**to facilitate the review and layout processes). In addition, they must include a brief title and the source clearly indicating the intellectual property and the provenance (in the cases in which it is necessary to clarify whether it is a self-creation). Authors are solely responsible of acquiring authorizations or

reproduction rights of material taken from other sources as well as of the contributions generated by persons not presented as authors. Tables must only use horizontal lines according to APA standards. All tables and charts must be submitted in the form of editable files in a Word processor (they are not accepted in image format). All graphics, maps and charts must be submitted in a compressed external folder which is delivered together with the article. Images must be JPG or PNG format with a minimum resolution of 300 dpi, avoiding polychromies as much as possible (use white and black or shades of gray). If the external folder is larger than the capacity allowed by the OJS, it can be stored in the cloud and a link must be sent so that the Journal can download the annexes.

- **Abbreviations and acronyms:** must be used as little as possible and preferably those that are internationally recognized must be used. When they are cited for the first time in the text, they must be preceded by the complete expression.

- **Footnotes:** should be limited to comments and clarifications by the author. Do not include footnotes with bibliographic references.

- **Acknowledgements:** the authors may mention people and collaborators as well as the funding institutions, agencies and institutions that supported the execution of the research.

- **Bibliographic references:** only those that are cited literally or paraphrased within the text are included. It is recommended to use bibliographic consultants so that references comply with the **APA Seventh Edition Standards.**

Guide to prepare bibliographic references

Below are some indications and recommendations for preparing citations and references according to the **APA Seventh Edition Standards**.

- The list of references must be ordered alphabetically using hanging indent, 1.25 cm, and it is not divided by sections, that is, everything is included in the bibliographic references section (scientific articles, books, reports, Web pages, etc.).

- The number of references cited in the text must be the same as those included in the list of bibliographic references. References that are not in the body of the text will be eliminated from the list.
- The abbreviation *et al.* after the surname of the first author will be implemented in the citations in the body of the manuscript from 3 authors on.
- The Latin abbreviations: Ibídem., Ibíd., ob. cit., loc. cit. will not be implemented; the source must be cited every time.
- References of academic articles must include the DOI or the URL.
- Web page/Blogs references must include the URL.
- In case the work is anonymous, the entry begins with the Word "Anonymous" and is organized alphabetically as if it were the name of the author. Example: Anonymous. (2015). *Periodistas y violencia*…
- Long URLs should be shortened (https://cutt.ly/es or https://bitly.com/ could be used)

1. Citation

Direct or verbatim citations of less than 40 words:

They are enclosed in quotation marks and must include surname, year, page or paragraph. The order depends on the emphasis made (if it is in the text or in the author).

- **With emphasis on the text:**
  "For every one hundred pesos received as royalties, the State granted companies a discount in income tax for 132 pesos" (Rudas y Espitia, 2013, p. 154).

- **With emphasis on the author:**
  According to Rudas and Espitia (2013), "for every one hundred pesos received as royalties, the State granted companies a discount in income tax for 132 pesos" (p. 154).

Direct or verbatim citations grater tan 40 words:

They are in block apart from the text, without quotations, with hanging indent, 1.25 cm on both sides. The font size is reduced by one point and the period is located before the parenthesis. They must include the surname, year, page or paragraph and the order depends on the emphasis made (is it is the text or the author):

- **With emphasis on the text:**

    A naturalization program aims to shows that there is a set of necessary and globally sufficient physical conditions such that, if an agent is in a bodily stage subjected to those conditions, that bodily state has certain content. Discovering those conditions would demonstrate that the intentional would be a part of the natural. (Acero, 2007, p. 177)

- **With emphasis on the author:**

Acero (2007), argues that:

    A naturalization program aims to shows that there is a set of necessary and globally sufficient physical conditions such that, if an agent is in a bodily stage subjected to those conditions, that bodily state has certain content. Discovering those conditions would demonstrate that the intentional would be a part of the natural. (p. 177)

Indirect or paraphrased citations:

They describe the ideas of the author. It is not mandatory to indicate the page number but they must include the author and year.

2. Bibliographic references and examples:

Book:

Surname, Initials of the author's name. (Year). Title of the book. Publishing house.

Example:

Sabine, G. (1998). *Historia de la teoría política.* Fondo de Cultura
 Económica.

Chapter of a book:

Surname, initials of the author's name. (Year). Chapter title. In initials, name of the editor or compiler. Initial of the name, surname. (ed.) or (comp.), *Name of the book* (page range corresponding to the chapter). Publishing house.

Example:

Garrison, C., Schoenbach, V. y Kaplan, B. (2020). Depressive symptoms in
 early adolescence. En A. Dean (ed.), *Depression in multidisciplinary
 perspective* (pp. 60-82). Brunner.

Academic journal article:

Surname, first name initials of the author. (Year). Article title. *Name of the Journal, issue* (number), pp-pp URL or DOI

Example:

Bezuidenhout, A. (2006). Consciousness and Language
(review). *Language*, *82*(4), 930-934. 10.1353/lan.2006.0184

On line newspaper/journal article:

Surname, first name initials of the author. (Date). Title of the article. *Name of newspaper/journal*, URL.

Example:

Martínez, L. (8 de diciembre de 2002). Cuando el trópico llegó a
Estocolmo. *El Tiempo*.
https://www.eltiempo.com/archivo/documento/MAM-1342310

Newspaper/journal article in physical format:

Surname, N. (date of publication of the article). Headline of the article in the
newspaper. *Name of newspaper in italics*.

Website (of an organization or with author)

Surname, A./ Organization. (May 20, 2020 2020). Title of the Web page.
Name of the page. https://url.com

Example:

Moret, D. (October 7, 2019). 7 consejos para pedir una hipoteca. *Rastreator*.
https://www.rastreator.com/hipotecas/consejos/pedir-una-hipoteca.aspx

Example:

United Nations Educational, Scientific and Cultural Organization (UNESCO). (October 1, 2018). New data reveal that in the world, one of three adolescents suffers from bullying. *Unesco.*
https://es.unesco.org/news/nuevos-datos-revelan-que-mundo-cada-tres-adolescentes-sufre-acoso-escolar

Undergraduate or graduate thesis:

Surname, first name initials of the author. *Title of the thesis in italics* (undergraduate, Master's or Doctoral thesis). Name of the educational institution, place, URL (if available).

Example:

Alamos, F. (1992). *Maltrato infantil en la familia: tratamiento y prevención* (undergraduate thesis). Pontificia Universidad Católica de Chile, Santiago de Chile, Chile.

Translated books:

Author of the book. (Year of publication) *Title of the book* (Initials of the translator(s) of the book separated by a period, Surname Trans.). Publishing house.

Example:

Evans, J. (2018). *El arte de perder el control: Un viaje filosófico en busca del éxtasis* (J. E. González, Trans.). Ariel.

Reports/reviews with author or institutions:

Surname, N. N. (year). *Report title: Subtitle of the report* (Report n.° xxx). Publishing house name. URL.

Example:

Parodi, C. (2018). *La gran desaceleración económica mundial 2011-2015* (Discussion document N.º. 1804). Universidad del Pacífico. http://repositorio.up.edu.pe/handle/11354/2060

Institutional reports/reviews:

Name of organization (Acronym). (Year). *Report title.* URL.

Example:

Organización para la Cooperación y el Desarrollo Económico (OCDE). (2020). *La dinámica de la urbanización de África 2020: Áfricapolis, mapeando una nueva geografía urbana. Estudios de África occidental.* https://doi.org/10.1787/b6bccb81-en

Archival materials/collections:

Surname, Initial of the first name. (Year of publication). *Title of the Archival material.* Format, City.

Example:

Bernárdez, P. (1550). *Licencias exhumación guacas indígenas. Bienes-Ocultos.* Hard copy. Bogotá.

Webinar and recording

Surname, N. (year). *Title of the webinar or recording* [Type of material]. Name of th source. URL

Example:

Koerten, J., Bagul, K. & Rees, T. (2019). *Strategic Themes in Food and Nutrition* [Webinar]. Euromonitor. https://cutt.ly/hQUEVWs

Podcast

Surname, N. (Producer). (Month, day, year). *Podcast title* [Audio podcast]. URL

Example:

Uribe, D. (Producer). (September 3, 2017, 3). *El camino de Irlanda hacia la paz* [Audio podcast]. http://alacarta.caracol.com.co/audio/1504463188_061135

Internet videos (YouTube, Vimeo, Dailymotion, etc.)

Surname, N. [User name]. (Month, day, year). *Title of video* [Video file]. Location platform. URL

Example:

Aguirre, J. [Monitor fantasma]. (October 28,2017). *¿Se arrepintió Charles Darwin de su teoría?* [Video file]. Youtube. https://www.youtube.com/watch?v=juAjcKlSAk

Social media posts

Author, A. A. Group name [user]. (Month, day, year). *Post content up to the first 20 words [description of audiovisual material].* Site. URL

Example of a specific publication:

Angulo, R. [@RobertoAnguloS]. (October 25, 2019). *Índice de inclusión de personas con discapacidad de @SaldarriagaConc. Exclusión social y productiva (% de personas con discapacidad): Chocó: 55%* [graphic and hyperlink] [tweet]. Twitter. https://bit.ly/2WzFs48

Example of page or profile:

Authors of stories. (s. f.). Home [Facebook page]. Facebook. Accessed on October 25, 2019. https://bit.ly/2WHWJtB

1. **Legal documents references**

Constitución:

Title of the constitution [Const.]. (Date of enactment). [Term – These terms

can be used if necessary: repealed, amended, reformed, annotated].

Publishing house. URL.

Example:

Constitución política de Colombia [Const.] (1991). Legis. URL

Law/Decree

Country, Organism that decrees it. (Date of publication of the Law/Decree)
Description of the Law/Decree. Official Gazette *n.° XX.* URL

Example:

Colombia, Presidency of the Republic. (April 5, 2017). Decree 588 of 2017.
By which the Commission for the Clarification of the Truth,
coexistence and non-repetition is organized. *Official Gazette* n. °
50.197.

Example:

Colombia, Congress of the Republic. (November 17, 2013). Law 1695 of
2013. Through which article 334 of the Political Constitution is
developed and other provisions are issued. *Official Gazette* n.°
49.007.
http://www.secretariasenado.gov.co/senado/basedoc/ley_1695_2013.
html

Sentence:

Country, Court. (Date) Sentence number [RJ. Name of the reporting judge].
URL.

Example:

Colombia, Constitutional Court. (November 13, 2001). Sentence T-1182/01.
[RJ. Alfredo Beltrán Sierra].
https://www.corteconstitucional.gov.co/relatoria/2001/T-1182-01.htm

Code:

Code title [Code]. (Year of cited edition) edition-ed. number. Publishing
house.

Example:

Code of Criminal Procedure [Code]. (2006) Third ed. Legis.

Cases:

Name of the case, Number of Volume / Pages used (Court year of
publication). URL

Example:

Linder *vs*. Arenas, Sentence n.º RC.000262 Cassation appeal / 15-771
(Supreme Court of Justice 2016).